

Services/Activities Inventory

Department: County Attorney

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

1. Attend all meetings of the Board of Supervisors; present various Board reports, ordinances, and resolutions; provide legal opinions and guidance on a variety of issues which arise at the Board meetings. Also attend meetings of the Roanoke County Planning Commission and the Roanoke County Board of Zoning Appeals.
2. Respond to requests for legal opinions and information from members of the Board of Supervisors, and all other County boards, commissions, departments, officers and employees.
3. Maintain the Roanoke County Code.
4. Respond to citizen inquiries on a variety of issues related to County policies and procedures and interpretation of the Roanoke County Code.
5. Represent Roanoke County in legal proceedings involving collections, social services matters, zoning enforcement, personnel/grievance matters, denials of rezonings and/or special use permits, eminent domain proceedings, environmental matters, boundary line adjustments, and procurement.